

Project/Team-Based Incentive

An appointing authority may recommend a temporary in-range salary adjustment of up to 10% of current salary for a permanent employee assigned to a long-term project outside the scope of the essential functions of the employee's current position.

		YES	NO
1.	Has the appointing authority submitted documentation to the Director describing the project, beginning date and estimated completion date, staffing plan, and specific deliverables for each employee?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the duration of the project a minimum of twelve months (12)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the employee signed a letter of understanding which details the terms and conditions of the assignment, including at a minimum, the reason, duration, and temporary upgraded salary?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "No" to questions 1, 2, and 3, the employee is not eligible.

STOP

If you answered "YES" to questions 1, 2, and 3, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

- Copy of the project plan approved by the Director identifying the project as a collaborative effort to accomplish new work assigned, or a more efficient, cost-saving way to achieve on-going work.
- Beginning date and estimated completion date.
- Staffing plan which identifies each employee on the project team by position number, title and salary.
- Specific deliverables/duties/responsibilities/goals/objectives identified for each employee.
- Employee's signed letter of understanding.
- For interdepartmental projects, a memorandum of understanding wherein the participating agencies agree on the project scope, timeline, deliverables and conditions of incentive payments to eligible employees

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D. 7. Project Based Incentive) for full details regarding this action.